



Meeting of the Program Committee
 Wednesday, February 7, 2024, 7:30 - 9:00 AM

Physical Location: Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

Virtual Location: <https://zoom.us> | Meeting ID: 899 9464 4833
<https://us02web.zoom.us/j/89994644833?pwd=Lzk0cjhhdUJsdnhLZFI5enBYZ00xUT09>

Phone Option: +1 253 215 8782

Password: DRAGON (Numeric Password for Phone: 575930)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Nancy Sugg	Doris Koo	Virgil Wade	Christina Bernard
Martine Pierre-Louis	Marguerite Ro		Gene Yoon	Claire Rater (arrived 8:11 AM)
Paul Feldman			Rebecca Lazer (arrived 8:00 AM)	

Douglass Jackson called the meeting to order at 7:35 a.m. A quorum was present. There was no public comment. Douglass Jackson welcomed Nancy Sugg back to the Program Committee.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from the December 6, 2023 meeting. (Moved/2nded by Martine Pierre-Louis/Marguerite Ro, 4 of 4 in favor)

Update on Finance Committee and Property

The Executive Director updated the Program Committee on Finance Committee and property activities:

- Examining PHPDA’s insurance and professional liability
- Drafting a resolution for Employment Handbook on transportation benefits

Grantmaking

Update on 2024 Major Grant and Nimble Grant Cycle 1 Grant Processes

The Finance and Program Director provided an update on the 2024 Major Grant and Nimble Grant Cycle 1 processes.

- Received 90 Letters of Intent. The Review Panel is reviewing 88 proposals after two were determined to be ineligible.
- Conducting a review with a Split Panel for the first time, consisting of past and current Staff and Governing Council members: Paul Feldman, Gene Yoon, Whitney Regan, Christina Bernard, Sue Taoka, Diane Pietrowski, Mike Heinisch, and Jeff Natter. Meeting on February 8, 2024.
 - One reviewer originally appointed later resigned from the Review Panel.
- The Governing Council will receive the Panel’s recommendation on invited applications to consider for approval.
- Received 29 Nimble Cycle 1 proposals, also being reviewed by a Split Panel.

Other Program Work

Update on Technical Assistance, Seattle University and Other Program Work

The Finance and Program Director, and the Executive Director updated the Committee on technical assistance work, Seattle University (SU) Health Policy and Advocacy Clinic, and other program work.

- The first technical assistance session in 2024 is on communications.



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- Considering a workshop on advocacy/lobbying, tentatively in June.
- PHPDA is meeting with SU in a few days about the second year their Health Policy and Advocacy Clinic.
- Health Equity Scholar applications are posted and PHPDA will likely select three candidates.
- The Executive Director is evaluating the impacts of our academic programs.
- A library of our past trainings will be archived and available PHPDA's website going forward.

Grant Management

Nimble Grant Quarterly Reports

The Finance and Program Director reported on the Nimble Grant Cycle's Quarterly Reports.

- Two Nimble Grant organizations changed their organization's name.
- All reports are getting in on time and programs are generally successful so far.

Additional reports will be reviewed at the next Committee meeting.

Committee Governance

Review of Program Committee 2023 Workplan

The Committee Chair facilitated a discussion and review of the 2023 Program Committee workplan.

- He and the Ad-Hoc Grants Committee are evaluating Staff and Program Committee's work.

Thank You to Outgoing Strategic Advisors

The Program Committee Chair thanked Michael Leong and Marguerite Ro for serving on the Committee.

- Michael Leong has served on the Program Committee since 2013, and Marguerite Ro since 2023

Presentations by PHPDA Health Equity Scholars

Rebecca Lazer, PHPDA Health Equity Scholar for 2023, provided her presentation: "Promoting Preventative Oral care for Individuals with Behavioral Health Disorders"

Claire Rater, PHPDA Health Equity Scholar in 2023, provided her presentation: "Community Health Worker Reform in King County"

The Committee thanked the PHPDA 2023 Scholars for their work.



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Adjournment

The meeting adjourned at 9:01 a.m.

Minutes Approved: _____

6/17/2024
(Date)

From: [Douglass Jackson](#)
To: [Whitney Regan](#)
Subject: Re: PHPDA Program Committee Chair Signature Requested
Date: Monday, June 17, 2024 10:32:46 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

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Thank you Whitney.

d

From: Whitney Regan <w.regan@phpda.org>
Date: Monday, June 17, 2024 at 9:37 AM
To: Doug Jackson <jackson803@comcast.net>
Subject: RE: PHPDA Program Committee Chair Signature Requested

No worries! I will add your digital signature to both meeting minutes.

Thank you!



Whitney Regan (she/her) | **Grants Coordinator**
206.432.3027 | w.regan@phpda.org | [2023 Annual Report](#)

Pacific Hospital Preservation & Development Authority
[1200 12th Ave S](#), Quarters 2, Seattle, WA 98144



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From: Douglass Jackson <jackson803@comcast.net>
Sent: Monday, June 17, 2024 6:54 AM
To: Whitney Regan <w.regan@phpda.org>
Subject: Re: PHPDA Program Committee Chair Signature Requested

CAUTION: This email originated outside the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content. **NEVER PROVIDE CREDENTIALS** via email!

Good Morning Whitney,

I apologize for the delay in responding (your email got inadvertently buried in my inbox). Please add my digital signature to both meeting minutes.

Doug

From: Whitney Regan <w.regan@phpda.org>

Date: Thursday, June 6, 2024 at 10:26 AM

To: Doug Jackson <jackson803@comcast.net>

Subject: PHPDA Program Committee Chair Signature Requested

Good Morning Doug,

Please see attached for the Program Committee's amended 2/7 and amended 4/3 meeting minutes which were approved at the meeting yesterday 6/5.

Amendments to 2/3 Minutes

- Moved Paul to Members Present
- Changed "Achieved" to "Archived" on the 2nd Page under *Update on Technical Assistance, Seattle University and Other Program Work*.

Amendments to 4/3 Minutes

- Changed "Boulder" to "Bolder" on the 2nd Page under *Update on Technical Assistance, Seattle University and Other Program Work*.

With your permission, I will add your digital signature to both meeting minutes.

Thank you!



Whitney Regan (she/her) | **Grants Coordinator**
206.432.3027 | w.regan@phpda.org | [2023 Annual Report](#)

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